
Washington State Gambling Commission

Secretary Senior

Washington General Service Recruitment

Closes: January 8, 2007
Salary: \$2,153-\$2,712 per month (Range 33)
Location: Tacoma, Washington

The Washington State Gambling Commission, Field Operations Division, is recruiting to fill a permanent **Secretary Senior** position in the Southwest Region office in Tacoma. The work schedule for this position is Monday through Friday, 8:00 a.m. to 5:00 p.m.

Position Profile

The Secretary Senior reports to the Program Manager. The position provides administrative and secretarial support to the Program Manager, supervisors, and staff in the day-to-day operations of the Southwest Region.

Duties:

- Answers general questions and directs incoming calls from licensees and the public.
- Composes, prepares and processes correspondence, administrative forms, reports, proposals, training requests, complaints, warning letters, and certification of service letters.
- Maintains Region licensee files and Punchboard/Pull Tab manufacturer quality control files. Processes warning letters through the case reporting system. Monitors case reporting system "Watch List" for criminal cases. Compiles data and prepares monthly and quarterly reports for Program Manager.
- Coordinates staff attendance and time activity reporting; monitors leave balances; collects leave slips; prepares attendance reports; enters Agent time into time keeping system; retrieves and distributes activity reports.
- Orders and distributes supplies and equipment; maintains Region inventory records; answers and directs incoming calls from licensees and the public.
- Completes individual projects as assigned by the Program Manager.

Required Qualifications:

- High school graduation or equivalent.
- Ability to maintain confidentiality of information accessed or discussed in performing the work of this position.
- Ability to interact with the public in a professional manner in person and by telephone.
- Ability to use software programs including Word, Excel, Access, and Outlook.
- Ability to organize office functions and prioritize workload.
- Ability to compose correspondence.

Desired Qualifications:

- Two years of increasingly responsible office experience requiring keyboarding or typing.
- Experience coordinating office operations including: Interacting with others, maintaining records, meeting deadlines, and controlling and accounting for inventories.

Application Procedure

This recruitment is open to all interested and qualified individuals. To apply, please submit a state application, a resume, OR a letter of interest. Candidates will be asked to complete an experience questionnaire prior to interview. Application material is due to Pat Carlson, HRTD, by **5:00 p.m., on Monday, January 8, 2007.**

Selection Process

Application material will be reviewed and the most qualified candidates will be selected to participate in a panel interview and written exercise. The most qualified candidates will be invited to a second interview with the hiring supervisor. A reference and/or background check will be conducted on the finalist.